

HIGHMOOR PARISH COUNCIL

Person Specification: Clerk, Proper Officer & Responsible Financial Officer

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Some financial management experience	Budgeting, keeping financial records
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email etc
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Financial management	Experience of reading and presenting management accounts
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law etc.
Local Knowledge	Knowledge of the main issues affecting the area
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters / posters etc
Presentation skills	Able to use equipment and speak confidently in public
Other	
Car driver	Has vehicle available for business use